

We're Hiring | Executive / Sr. Executive – Administration

At MARN Steel Structure Ltd., we believe that a strong administrative team is the backbone of operational excellence. We are looking for a proactive, organized, and committed Administration professional to join our growing team.

If you have 3–5 years of experience in Administration within the Manufacturing, Steel, Construction, or Engineering industry and are ready to take on new challenges, we would love to hear from you.

 Location: Uttara, Dhaka

 Apply: hrm@marnsteel.com

 Application Deadline: 15 August 2026

Please mention the subject line: Application for Executive / Sr. Executive – Administration



WE'RE HIRING!

BUILD YOUR CAREER WITH US



Executive / Sr. Executive – Administration

We are looking for a proactive and experienced Administration professional to join our team and contribute to our organizational excellence.

KEY RESPONSIBILITIES

- Manage day-to-day administrative operations.
- Supervise office facilities, transport, security, housekeeping, and utilities.
- Ensure proper asset management and office maintenance.
- Coordinate with vendors, service providers, and government authorities.
- Implement administrative policies and SOPs.
- Prepare administrative reports and maintain documentation.
- Support corporate events and ensure smooth office operations.

REQUIREMENTS

- Bachelor's/Master's degree in any discipline (MBA preferred).
- 3–5 years of experience in Administration, preferably in Manufacturing, Steel, Construction, or Engineering industries.
- Strong communication, coordination, and negotiation skills.
- Proficiency in MS Office (Excel, Word & PowerPoint).
- Ability to work under pressure and manage multiple priorities.

**LOCATION**
Uttara, Dhaka

**APPLY NOW**
Send your CV to
hrm@marnsteel.com
Subject: Application for
Executive / Sr. Executive –
Administration

**APPLICATION DEADLINE**
15 August 2026

**COMPETITIVE
SALARY & BENEFITS**

**CAREER GROWTH
OPPORTUNITIES**

**PROFESSIONAL
WORKING ENVIRONMENT**

**MARN STEEL STRUCTURE LTD.**
www.marnsteel.com
*Building Excellence
with Innovation*